

ETCIM

EQUAL Transnational Co-operation Internet Module

DP User Guide

Version 3.1

European Commission
DG Employment and social affairs/B4

ETCIM

Equal Transnational Co-operation Internet Module

1. WHY ETCIM?	3
2. ACCESSING ETCIM	3
2.1 LOGIN AND PASSWORDS	3
2.2 ACCESS AND NAVIGATION IN ETCIM	4
2.2.1 <i>Personal Data</i>	4
2.2.2 <i>TCA Action</i>	4
3. THE "LIFE CYCLE" OF A TCA	4
4. BEING ETCIM SECRETARY	5
4.1 CREATE A NEW TCA	5
4.2 TCA DATA INPUT	6
4.3 ASK THE OTHER DPs FOR THEIR VALIDATION	7
4.4 ASK FOR THE MANAGEMENT AUTHORITIES THEIR APPROVAL	7
4.5 THE CASE OF A REJECTION	7
5. BEING AN "INVOLVED DP"	7
5.1 TCA ACTIONS	7
5.2 TO CONSULT OR VALIDATE A TCA	8
6. REVISION OF A TCA "IN FORCE" : CREATE A NEW VERSION	8
7. LIST OF THE TCA FIELDS	8
8. GETTING SUPPORT	11

1. Why ETCIM?

ETCIM - EQUAL Transnational Co-operation Internet Module - is a computer application, linked to the EQUAL Common Data Base (ECDB), designed to allow a transparent and rapid procedure for inputting, consulting and modifying Transnational Co-operation Agreements (TCAs). ETCIM is accessible only via Internet and via a login to authorised users:

- the Development partnerships involved in a TCA
- the Managing Authorities concerned.

ETCIM allows the publication of finalised TCAs. Once a TCA enters into force the data can then be consulted, without a password, via the ECDB (menu "TCA Search")

2. Accessing ETCIM

2.1 Login and passwords

The Managing authorities organise the distribution of logins and passwords to their DPs.

Each DP receives one login. DP logins are composed of minimum 5 letters ("LOG" and 2 to 4 letters identifying the country) and 2 to 4 numbers. (EX.: A Swedish DP could have a login similar to the following: LOGSE174).

Each DP receives two passwords: a "DP Reader" password and a "DP Writer" password. The first one allows only consultation without any action, and thus can be widely distributed within the DP. The "DP Writer" password is reserved to a designated person within the DP, allows specific actions on the TCA (creation, validation, etc.) and also allows modifications on the personal data.

Remarks:

- To change the passwords, see Personal Data p. 4;
- Login and passwords are case sensitive: be careful: UPPERCASE and lowercase are different!

Roles/passwords	Functionalities
Reader (only one login is distributed by DP; this can be used by several users)	<ul style="list-style-type: none">• Consults the different phases of its TCA and the previous versions.
Writer (only one login by DP)	<ul style="list-style-type: none">• Consults the different phases of its TCA and the previous versions.• Validates or rejects the TCA (introduced by the ETCIM Secretary)• Changes its passwords (DP Reader and DP Writer) and its e-mail address
Writer – Secretary (the DP which connects in the first place to ETCIM with its 'DP Writer' password and creates a new TCA).	<ul style="list-style-type: none">• Creates a new TCA, edits it and sends it to the other DPs involved for "Validation"• Validates the TCA after all the other DPs have validated it and sends it for "Approval" by the relevant Managing authorities.• Produces a new version of the TCA in case the TCA was rejected (either by the DPs or by a managing authority)• Produces a new version of a TCA in force in case of substantial modifications in the content or composition of the partnership took place.
Public (without login)	<ul style="list-style-type: none">• Cannot access ETCIM.• Consults the TCAs which are "in force" (validated by all the DPs and approved by all managing authorities) in the ECDB.

2.2 Access and navigation in ETCIM

ETCIM is accessible via the "Login *ETCIM*" menu of the ECDB (EQUAL common database: <https://equal.cec.eu.int/equal/jsp/index.jsp>.)

After having clicked on "Login *ETCIM*" type your login and one of your passwords. After authentication, the top menu bar will change according to your profile/rights and new entries related only to ETCIM become visible: Personal Data and TCA Actions.

2.2.1 Personal Data

This menu (only accessible with the "Writer" password) permits the introduction of your e-mail address (! this introduction is very important for receiving the automatic notifications sent by ETCIM indicating that an action has to be (has been) taken) and to change passwords (highly recommended). Depending on what you want to modify, tick the box(es) concerned and click on "Submit all changes (user categories which are checked)"

<input checked="" type="checkbox"/> Edit Personal Data	<input checked="" type="checkbox"/> Change Reader password
Login*: LOGFR3665	Old password*:
Description: FR-ALS-2004-43633 tst	New password*:
Phone number:	Confirm password*:
E-mail address: thismyaddress@equalmail.org	
	<input type="checkbox"/> Change Writer password
	Old password*:
	New password*:
	Confirm password*:
Submit all changes (of ticked boxes !)	

2.2.2 TCA Action

The "TCA Actions" menu is the entry point for creating (by the ETCIM secretary), or modifying a TCA (see 4.1), as well as for validating and consulting it (see 5.1).

3. The "life cycle" of a TCA

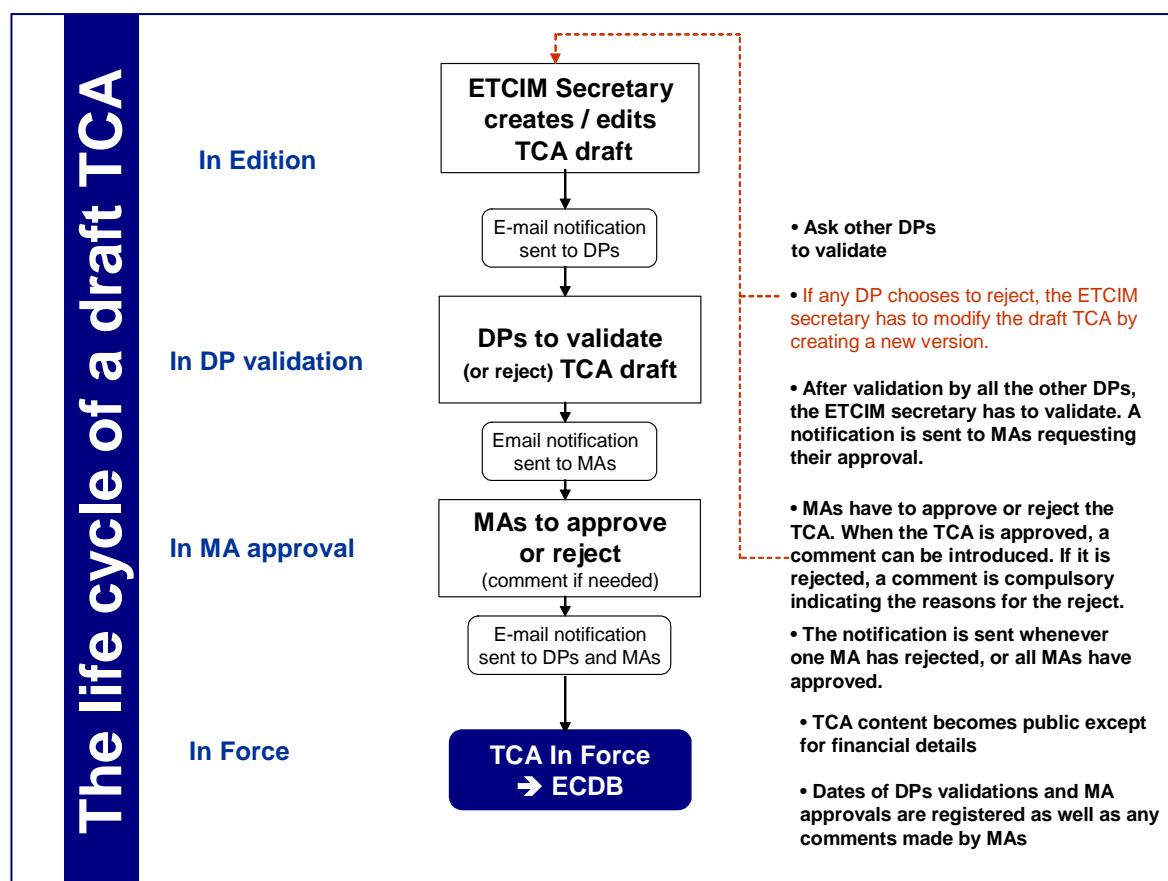
Before creating, validating or consulting a TCA, it is important to understand the different phases through which the TCA will pass during its life cycle before being "In force".

There are four different phases (plus a fifth one which brings you back to the starting point!):

- ❑ *In edition* – The TCA is already created. The ETCIM secretary is in the process of completing the TCA. (It may stay "In edition" as long as the secretary wishes). During this phase only the DPs involved can view the information.
- ❑ *In DP validation* – The ETCIM secretary has finished writing the TCA. The other DP members are requested to do a formal action: to Validate (or to Reject) the TCA.
 - ⇒ *Rejected*: If one DP rejects the current version of the TCA, this version will have the status "Rejected" and a new version will have to be created (with the status "In edition").
- ❑ *In MA approval* – All the DPs have validated the TCA, the Managing authorities are requested to respond to the proposed TCA (to Approve or to Reject).
 - ⇒ *Rejected*: If one MA rejects the current version of the TCA, this version will have the status "Rejected" and a new version will have to be created (with the status "In edition").
- ❑ *In force* – All DPs have validated and all the managing authorities have approved the TCA. The TCA is in force and becomes public. It can be consulted via the ECDB.

Remarks:

- As explained in the EQUAL Guide on Transnationality, ETCIM is not designed for the negotiation process. Prior work and consultation before using ETCIM is necessary to avoid creating multiple versions of a TCA. The ETCIM secretary should introduce the version which all of the DPs have agreed to.



- When the TCA is "In force" the life cycle is not ended. Modifications in the agreement between partners could imply the launch of a new version (!! A new version is different from a new TCA !! see p. 8).

4. Being ETCIM secretary

DPs choose among themselves who will be the "ETCIM secretary", the DP responsible for the introduction of the TCA into ETCIM. This DP will have specific rights: to create a TCA, to modify it (to edit), to ask the other DPs for their validation, to validate it, to ask the MAs concerned for their approval.

For a given Transnational Co-operation Partnership (TCP), the *DP which creates a new TCA* (with its "writer") password *will become automatically the ETCIM secretary*.

4.1 Create a new TCA

Via the "*TCA Actions*" menu, one reaches a screen presenting a button "*Create a new TCA*" which opens a new page. It is advisable to introduce the name of the TCA and to choose the language of data entry (only French or English). After a click on "*Submit*", the system will allot a single number to the TCA and will submit the page of coding of the data.

Remarks:

- Normally, the button "*Create a new TCA*" should be

Create New TCA

*Mandatory fields

Secretary*: FR-ALS-2004-43633

Name*:

Language*:

used only once at the beginning of the process. To create a new version of the same TCA, do not use "[Create a new TCA](#)" but refer to p. 8.

- If the creation of the new TCA is not suitable or results from an error of navigation, the TCA created can be deleted by using the button "[Delete TCA](#)" (accessible only at the time of the phase "*In edition*").

4.2 TCA data input

opa > European Commission > EQUAL home > ECDB > TCA Actions > Edit TCA

Logout | Set Language Order | Personal Data | DP Search | TCA Search | TCA Actions | Statistics | ETCIM help | Contact

View mode Ask others DPs to validate Cancel Version history

More solidarity needed in EUROPE

Edit - Version: 2.0 - TCA Id code: 157

Rationale and Objectives | Work Programme & Working Methodology | Financial Provisions | Organisational and Decision Making Arrangements | Monitoring and Evaluation Procedures | Other

Secretary		
France	RESSOURCES	FR-ALS-2004-43723

DPs involved (Edit)		
Germany	Fluchtort Hamburg: Berufliche Qualifizierung für Flüchtlinge	DE-XB4-76051-20-20/221
France	ACCOMPAGNER LE RETOUR VERS L'EMPLOI DANS LES TERRITOIRES TRANSFRONTALIERS	FR-ALS-2004-43633

A. Rationale and Objectives

1. Common interests/methodology/underlying problem

(Edit)

EQUAL
Common Database

- Home page
- DP Search
- TCA Search
- ETCIM help
- Set Language Order
- Statistics

EQUAL
Extranet

The information to be introduced results from an agreement between all the managing authorities and the Commission. The system carries out no control to check that fields are filled in completely and correctly: it is up to the Secretary to take care of the conformity of the entered data (see the list of the fields p. 8)

There are two types of fields for the data entry:

- the text fields in which it is possible to use copy/paste from a word processed document;
- the closed fields in which pre-existing information has to be selected.

The left upper button makes it possible to alternate between "[Edit Mode](#)" and "[View mode](#)". Only the edition mode allows the introduction or the amendment of the data.

In edition mode, multiple "[Edit](#)" hyperlinks allow the editing of each field one by one. After the coding of the data, clicking on the button "[Save](#)" makes it possible to save the data and to return to the main edition screen which will present only the first lines of the fields concerned.

The editing page of the participating DPs is specific. It is advisable first to choose a country, to click then on the "[Search](#)" button: the system will post all the DPs of this country. The DPs suitable should be selected and transferred to the table on the right by using the arrows.

The information concerning the description of the Activities/tasks (max. 10) will have to be filled in before introducing the financial provisions, insofar as the latter refer to the activities.

Logout | Set Language Order | Personal Data

More solidarity needed in EUROPE

TCA Id code: 157

DPs involved

Italy Search

(IT-1) RIFE - Testing
(IT-2) RIFE testing more
(IT-IT-G-ABR-006) UTOPIA ...
(IT-IT-G-ABR-008) UTOPIA ...
(IT-IT-G-BAS-002) HERCULI ...
(IT-IT-G-LAZ-018) VITERBO ...
(IT-IT-G-LOM-011) E-dept ...
(IT-IT-G-LOM-015) TESI

(DE-XB4-76051-20-20/221) ...
(FR-ALS-2004-43723) RESSO...
(GR-200976) Εμπειρική...
(IT-IT-G-ABR-007) RE LA I...

Save Back

The Secretary can leave the main editing page at any point without fear: he/she will be able to return there whenever he/she wishes.

The "[View mode](#)" makes it possible to consult all the information coded in their entirety.

4.3 Ask the other DPs for their validation

When all information is introduced and is checked, the Secretary will click on the upper button "[Ask others DPs to validate](#)" (a second screen ask confirmation of the validation). This operation will generate an automatic notification by e-mail (hence the importance of specifying an e-mail address! See above, 2.2.1) to all the participating DPs, asking them to validate the TCA.

4.4 Ask for the management authorities their approval

The Secretary will be able to validate the TCA **only after the validation of all the other DPs**. The Secretary will receive an e-mail notification informing that all the other DPs involved have already made their validation, and he should validate himself. The Secretary validation (by activating the button "[Validate](#)" at the top of the screen) will

Subject: EQUAL-ETCIM Approval asked / Demande d'approbation

The transnational co-operation agreement (TCA) below was validated by all the DPs concerned. Your approval is required.

L'accord de coopération transnationale (ACT) ci-dessous a été validé par tous les PDD impliqués. Votre approbation est demandée.

Titre / Title: Accord Coop. arnsnational Tester 14012005
TCA ID: 157
Secrétaire / Secretary: FRALS-2004-43723
Membre / Member: DEXB4-76051-20-20/221

<https://equalprot.cec.eu.int/equal/jsp/tcaBrowseVersionTree.jsp?id=157>

generate an automatic message to the managing authority requesting their approval. The remainder of the process is automatic except in the event of rejection.

4.5 The case of a rejection

If a Managing Authority (or exceptionally a DP) has to reject the TCA, the Secretary (as well as all the partners concerned) will receive a message informing them of this. The Secretary will have in this case to **create a new version** of the same TCA, to make the corrections agreed beforehand and to revive the process.

5. Being an "involved DP"

5.1 TCA ACTIONS

After having clicked on "TCA Actions", a summary table presents the TCA (or exceptionally TCAs) in which the DP is involved with following information:

TCA Action for DP: FR-ALS-2004-43633									
TCA Id.	Round	TCA version	Title	Phase	Expected action	Validation asked since	Validation ratio	Approval asked since	Approval ratio
157	2	2.0	More solidarity needed in EUROPE	In DP validation		21-01-2005	1/4		

- [TCA id.](#) - TCA number
- [Round](#) – TCA of the first (2001) or of the second (2004) round
- [title](#) - TCA name,
- [phase](#) - phase in which the TCA is (in edition, in DP validation, in MA approval, in force, rejected),
- [expected Action](#) - Action awaited on the part of the user (to validate, reject),
- [validation asked since](#) – date on which the validation by the DP was required by the secretary
- [validation ratio](#) – shows how many DPs have already validated the TCA
- [approval asked since](#) – date on which the approval by the MA was required

- [approval ratio](#) - shows how many MAs have already approved the TCA

This table is updated automatically when there is a modification in the phase of the TCA. Clicking on "[TCA id](#)." makes it possible to reach the main screen of the TCA

5.2 To consult or validate a TCA

The main screen makes it possible to consult the current version of the TCA.

If an action is awaited on the part of the DP (connected with its "writer" password), the buttons "[Validate](#)" and "[Reject](#)" are visible at the top of the screen. After reading it, the DP will validate (or will reject) the TCA introduced into ETCIM.

Note:

- If there is an expected action, the DP will normally (when its e-mail address has been correctly introduced in the system), have received an e-mail message to inform it (with a hyperlink).
- According to the TCA phase, the main screen shows, at the bottom of the page, the dates of the different actions previously taken : validated by X on XX/XX/XXXX, approved by Y on XX/XX/XXXX, approved by Z on XX/XX/XXXX, etc

Other buttons are present at the top of screen:

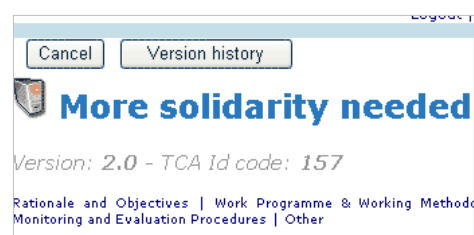
- [Printable Version](#) – gives a version of the TCA formatted for printing;
- [Version history](#) – makes it possible to consult the previous versions of the TCA, either the intermediate versions of a TCA which is not yet in force, or of the TCA in force previously.

6. Revision of a TCA "In force" : create a new version

If substantial changes occur in a TCA "[In force](#)", a new version has to be created by the Secretary. This is performed by clicking on the button "[New version](#)" at the left top of the page.

The new version created follows the same process as described above. If **changes occur in the composition of the transnational partnership (new member or departure)**, the new version will be validated/approved by all the partners concerned (arrivals as well as departures).

As soon as a new version has been created, a specific button "[Version history](#)" appears on the top of the screen, allowing each DP involved to have access to all the previous versions of the concerned TCA. Before the validation of the new version (by all the DPs) and the approbation by all the Managing authorities, the previous version remains "In force".



7. List of the TCA fields

Title of the transnational co-operation partnership	
A. Rationale and objectives	
1. Common interests/methodology/underlying problems	<p>Description of reasons for cooperation; e.g. participating DPs will :</p> <ul style="list-style-type: none"> ▪ cope with the similar/complementary problems in the labour market; ▪ test innovations of similar/complementary delivery instruments/structures ▪ use similar/complementary experimental approaches and methods for implementing, validating or

	valorising/mainstreaming results from innovations
2. Lessons learned from previous relevant actions	<p>Reference to experience from previous transnational cooperation</p> <p>e.g.</p> <ul style="list-style-type: none"> ▪ relevant lessons from transnational cooperation under ADAPT, EMPLOYMENT or other programmes ▪ lessons from other transnational work relating to relevant thematic, organisational, political or methodological aspects
3. The common objectives of the DPs	<p>Description of the objectives of the Transnational Partnership</p> <p>e.g.</p> <ul style="list-style-type: none"> ▪ mutual learning and empowerment in the fields of common instruments/methods/approaches/causes and manifestations of discrimination ▪ mutual exchange of expertise and results under EQUAL ▪ common development of integral transnational solutions ▪ burden sharing /quality improvement for common tasks
4. The (common/complementary) products/deliverables foreseen	Clear description of outputs and results expected from the transnational cooperation
5. Added Value on the strategy and intended of each of the DPs involved	<p>Description of the benefits for each participating DP. Added value of the transnational cooperation to the national Development Partnership Agreement.</p> <p>Justification of the transnational cooperation efforts for each DP</p> <p>e.g.</p> <ul style="list-style-type: none"> ▪ cost reduction for relevant activity of the DPs' strategy ▪ quality improvement for relevant activity of the DPs' strategy ▪ increased scope of the DPs' strategy through integration of the results of the partner DPs ▪ increased opportunities for all DPs as regards empowerment, mainstreaming and innovation
6. Added Value and financial viability of the associated partners (if applicable).	<p>Same as in C5 but only applicable if associated partners participate (either Phare, Tacis or Meda or partners non EQUAL from a Member State). Description of source and volume of funding available for co-operation activities is needed.</p> <p>If the associated partners are not in the ECDB, all relevant information on the associated partner (name, address, e-mail,...) and its activities have to be inserted here.</p>
B. Work programme and working methodology	
1. Transnational activities foreseen	<p>a) multiple choice field (* a little, ** some, *** a lot-main activity, **** a great deal-unique activity)</p> <p>b) Description of the transnational characteristics of these activities</p> <p>c) Description of the individual activities of the Transnational Partnership (maximum 10 activities): their objective, content, scale, scope, which DP will carry which activity. Description of tasks to be subcontracted, and the modalities for selection of the service provider.</p> <p>e.g.</p> <ul style="list-style-type: none"> ▪ Training kit ▪ Multimedia product ▪ Publication

	<ul style="list-style-type: none"> Comparative Labour Market Study Communication/co-ordination (TCA secretariat)
2. Methodology for sharing information, results and working tools	<p>Description of the communication tools and arrangements</p> <p>e.g.</p> <ul style="list-style-type: none"> Regular steering group meetings Common webpage (electronic communications platform) Provisions for property and access rights
3. Timetable schedule for milestones, outcomes and events	Calendar for each activity described in C1, and for the transnational cooperation as a whole.
C. Financial provisions	
1. Breakdown of budget for each activity (euros) ¹	Breakdown of total budget (ESF+ co-financing) (in €) available for each activity and for each DP
2. Arrangements for cost sharing, and avoiding double funding ²	<p>Rules chosen for handling transnational costs, for each activity or subcontracted task if any (e.g Principles of Reciprocity and Cost Sharing Arrangements – pro rata invoicing or reimbursement)</p> <p>Description how the accounting systems and methods applied will ensure, in particular, that :</p> <ul style="list-style-type: none"> individual and common expenditures are kept separate; double counting of expenditure is avoided ; accounting procedures of all DPs comply with ESF Regulations and national accounting conventions. <p>Rules for selecting subcontractors, if applicable.</p>
D. Organisational and decision-making procedures	
1. Contribution and responsibilities of each DP	<p>Contributions per DP for e.g. :</p> <ul style="list-style-type: none"> funding and resources in kind, access to resources, expertise, local networks, results of previous and ongoing activities, <p>Responsibilities per DP for e.g.:</p> <ul style="list-style-type: none"> hosting the common secretariat establishing and maintaining the communication platform evaluation activities
2. Role and tasks of the TCA secretariat and external experts ³	<p>Description of the mechanism to be established for day to day transnational coordination (e.g. <u>establishment of a TCA secretariat</u>: list of tasks, duration of mandate, budget and cost sharing formula, justification of selection of service provider for the TCA secretariat if applicable.</p> <p>List of secretariat tasks could include:</p> <ul style="list-style-type: none"> Establishing and maintaining a communication platform; organising meetings and events drafting minutes and reports; disseminating common results; liaising with policy makers arrangements for output and quality control <p>The task of Secretariat shall be introduced in B1c) and budgeted under C1.</p>

¹ See annex of Briefing Note n°8

² See annex of Briefing Note n°8

³ See annex of Briefing Note n°7

3. Arrangements for decision-making ³	Description of methods or bodies (composition, organisational model, rules of procedure) steering the transnational cooperation e.g. <ul style="list-style-type: none"> ▪ Steering Committee, ▪ Rotating coordination ▪ Activity specific working groups
4. Working Language(s)	Specification of the common working language(s) for transnational cooperation. If more than one language has been chosen, description of the mechanisms foreseen to overcome language barriers
E. Monitoring and evaluation procedures	
1. Mechanisms for monitoring and evaluating of transnational experience and results	Description of methodology for an on-going monitoring and assessment of the transnational co-operation, notably <ul style="list-style-type: none"> ▪ a description of the key evaluation questions and methodology to monitor and assess the quality, usefulness, relevance, efficiency, effectiveness, sustainability and value added of the transnational activities and results, ▪ a definition of the key evaluation indicators ▪ a description of the selection procedures for an evaluation service provider, if any)
2. Mechanisms for updating work programme, working methodology and organisational arrangements	e.g. Mechanisms for updating work programme, working methodology and organisational arrangements on basis of the on going monitoring.
F. Other	
1. Hyperlink(s) to other information material	
2. Links to other linguistic versions of the TCA	

8. Getting support

Support and guidance for DPs are provided by the management authorities and their supporting national support structure.

Any question related, for example, to forgetting a password, to blocking caused by a passive partner, to the desire to change the secretary, will be addressed to the national level, according to the instructions given by the managing authority.

The European Commission will not provide assistance to individual users. However, in the event of technical problems, the following address: (empl-equal-info@cec.eu.int) can be used (mention "ETCIM" in the subject field.)